



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

PUBLIC AFFAIRS

January 4, 2010

In reply refer to: DKT-7

Dear Tribal Applicant:

We invite you to submit an application in response to the request for proposal. Bonneville Power Administration is requesting proposals from Federally recognized tribes and tribal organizations, located within the BPA service territory. Proposals for tribal activities or events which support BPA FY10 business initiatives are preferred. Tribal activities to be considered may include but are not limited to Fish Accord implementation, education, tribal capacity building/training projects, energy, R&D, and/or other small requests for tribal participation, cultural exchanges, and cultural events.

Proposals are due: February 15, 2010, 4:00 p.m., local time

Deliver Proposals (1 original, 3 hard copies & 1 CD) to:

For offers delivered via USPS: For courier or hand carried offers:

Bonneville Power Administration	Bonneville Power Administration
ATTN: Nathan Dexter – DKT-7	ATTN: Nathan Dexter – DKT-7
RE: RFP	RE: RFP
P.O. Box 3621	905 NE. 11th
Portland, OR 97208	Portland, OR 97232

Electronic Submissions: In order to expedite the review process, in addition to submitting one (1) original and three (3) hard copies of the proposal, Tribal Applicants shall also submit one (1) CD ROM containing your proposal in entirety. This information shall be produced and saved as Microsoft Word and/or Microsoft Excel documents. All documents must be in PDF, Word or Excel format.

This Request for Proposals (RFP) consists of the following:

Attachment 1 Instructions and Evaluation Process
Attachment 2 Application and Example Application
Attachment 3 Terms and Conditions

Please call me at (503) 230-7306 or email nldexter@bpa.gov if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan L. Dexter", is written over a horizontal line.

Nathan L. Dexter, Manager, Tribal Affairs
Public Affairs Office

ATTACHMENT 1 – INSTRUCTIONS & EVALUATION PROCESS

Eligibility Criteria:

1. Proposals must be less than \$50,000.00.
2. Proposal must originate from a federally recognized Tribe or Tribal Organization, located within the BPA territory.
3. Applicant must fill out the application on page 4 and include it in the proposal.
4. Proposals must be submitted by February 15, 2010.

Instructions to Applicants:

Applicants must provide the information requested in the application (Attachment 2). Responses are required in the application in the following categories: Contact Information, Project/Event Description, Statement of Need, Total Project Budget, Amount of Assistance requested of BPA, Amounts and Sources of other Contributions, Estimated Start and Completion Dates, and a total Project Budget.

Unless publicly available or otherwise available under the Freedom of Information Act, information submitted shall be used for evaluation only and shall not be disclosed outside of BPA without the applicant's approval.

How Proposals are evaluated:

Applications will be evaluated in a timely and objective manner by the agency grant approval team and subject matter experts selected by the Tribal Program Office. Recipients shall be selected on the likelihood of successfully meeting agency wide program and financial goals.

Terms and Conditions of Award:

The Tribal Program Office may fund all or part of a proposed project. Funds provided by BPA may be utilized during the entire performance period. Unless otherwise requested by the tribal recipient, advance payments shall be made as a preference. Payments will be made by electronic fund transfer. The Terms and Conditions that will be part of the grant, if awarded, are in Attachment 3.

Point of Contact:

Please contact Nathan Dexter at (503) 230-7306, or by email nldexter@bpa.gov for further information.

Cost Share Preference:

Applications identifying additional cost share partners are preferred.

Evaluation Criteria:

Applications will be evaluated on each of the following criteria by the evaluation team.

- The proposed event maximizes impact and effectiveness of the agency to build and maintain strong government to government relationships.
- The proposed activity supports agency-wide strategic objectives.
- The proposed project/event will allow the Tribal Program office to take a leadership role in communicating with the tribes and public about the positive role BPA plays in the community.
- The proposed activity promotes excellence in education, efficient uses of energy, safety and /or environmental stewardship.

- The proposed event/project encourages requesting Tribe volunteerism or giving back to the community.
- The proposed project adds value to the stakeholders we serve and has a positive return to BPA.

Evaluation Team Members:

The Evaluation Team includes Allen Burns, Acting Deputy Administrator, Christy Brannon, Chief Public Affairs Officer, and Pilar Rowe, Chief Certifying Officer. Additional subject matter experts may be nominated, as appropriate, after the solicitation period deadline occurs and the technical aspect of applications is known.

ATTACHMENT 2 – APPLICATION AND EXAMPLE APPLICATION

**BONNEVILLE POWER ADMINISTRATION
Tribal Financial Assistance - Application**

Contact Information:

Requesting Organization contact person, address, phone, email

Project/Event Description:

Short Project Summary that includes Purpose, Goals, and Objectives, Timelines, Total Project Budget, Cost Share Partners (if any), Estimate in numbers of how many stakeholders project/event will reach and Benefits BPA will receive if proposed project/event is funded

Statement of Need:

- Expanded description of proposed activities and what the project will do
- How proposed activities will meet stated project purposes, goals, and measurable objectives
- Who will benefit from the project/event

Total Project Budget: _____

Amount of Financial Assistance Requested of BPA: _____

Amounts and Sources of other Contributions:

Organization A: _____

Organization B: _____

Organization C: _____

Total: _____

Estimated Start and Completion Dates: _____

Budget:

Includes total project costs with major cost elements broken out, depictions of how BPA funds would be used, cost share estimates, estimated program income, etc.

BONNEVILLE POWER ADMINISTRATION
Tribal Financial Assistance - Application
(Example Only)

Contact Information:

Requesting Tribe, a contact person with their mailing address, a phone number, and email address

Project/Event Description:

The Tribe's Natural Resource Department is requesting \$20,000.00 for the FY 2010 performance period (October 1, 2009 through September 30, 2010) to accomplish the following specific activities: Partner with the Tribe's Employment and Training Program to hire a NR technician trainee; and provide an additional F&W Department 0.25 biologist to conduct education and outreach activities using interpretive materials developed by the Department. With the tribe's cost share contribution of \$42,000.00, the total budget to accomplish education outreach tasks will be \$62,000.00. If funded by BPA, the technician trainee and the additional 0.25 FTE biologist will conduct outreach to eight local middle school classrooms (both on and off the Reservation) and organize and involve approximately 60 middle school students, their parents, and another 100 community volunteers in a local stream habitat improvement project currently funded by the Bonneville Power Administration. The proposed activities will explicitly recognize the positive role that BPA has played in the tribal community through its active participation and support of natural resource restoration, educational excellence, and exposure of youth to Natural Resource careers.

Statement of Need:

The F&W Department seeks a partnership with BPA to pay Department staff to meet its 2010 goals of hosting a volunteer community-wide stream improvement project, and conducting education and outreach to local youth about natural resource careers and the importance of environmental stewardship. The partnership would allow both the Department and interested BPA staff to take a leadership role in hands on community development and the support of environmental education. While this application seeks FTE support and outreach funding for the current year only, the F&W Department envisions a continuing effort, subject to the Department's demonstrated success, to maximize the benefit of the proposed activities.

Total Project Budget: \$62,000.00

Amount of Financial Assistance Requested of BPA: \$20,000.00

Amounts and Sources of other Contributions:

Tribal Employment and Training Program	\$6,000.00
Tribal Natural Resource Department	\$36,000.00
Total	\$42,000.00

Estimated Start and Completion Dates: October 12, 2009 through September 30, 2010.

Total Budget:

<u>Line Item</u>	<u>BPA Request</u>	<u>Cost-Share Amount</u>
Salary:		
Fish & Wildlife tech/trainee	\$6,000.00	\$6,000.00
Fish & Wildlife Biologist	\$12,000.00	\$36,000.00
Administrative:		
Produce Interpretive Materials	\$2,000.00	
Total:	\$20,000.00	\$42,000.00

ATTACHMENT 3 – TERMS & CONDITIONS

CLAUSE 4-1: REGULATIONS APPLICABLE TO BPA FINANCIAL ASSISTANCE (BFAI 4.10) (SEP 04)

The Bonneville Power Administration's financial assistance function is managed and executed solely in accordance with the Bonneville Financial Assistance Instructions (BFAI). The BFAI is available without charge on the Internet at <http://www/bpa.gov>. Copies of the BFAI may be obtained for \$15.00 each. Requests and comments should be sent to Head of the Contracting Activity - GK, Bonneville Power Administration, P.O. Box 3621, Portland, OR 97208. Subscriptions are not available.

CLAUSE 4-2: NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS (BFAI 4.10) (SEP 04)

The recipient shall comply with 10 CFR Chapter II, Section 600.39 which provides that "...no person shall on the ground of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment, where the main purpose of the program or activity is to provide employment or when the delivery of program services is affected by the recipient's employment practices, in connection with any program or activity receiving Federal assistance from ..." BPA.

CLAUSE 4-3: EXAMINATION OF RECORDS (BFAI 4.10) (SEP 04)

- (a) The recipient shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this award. The Financial Assistance Officer or a representative shall have the right of access to any books, documents, papers, or other records of recipients and subrecipients which are pertinent to the award, in order to make audits, examinations, excerpts and transcripts.
- (b) Such material shall be made available at the office of the recipient, at all reasonable times, for inspection, audit or reproduction, until the expiration of 3 years from the date of final payment under this award or for such longer period, if any, as is required by applicable statute. If any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the 3 year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3 year period whichever is later.

CLAUSE 4-11: TRAVEL (BFAI 4.10)(SEP 04)

- (a) Domestic travel may be an appropriate charge to this award, and prior authorization for specific trips is not required. In accordance with the applicable cost principles, reasonable, necessary, and allowable travel costs may be charged on an actual basis or per diem basis in lieu of actual costs incurred, provided the method used results in charges consistent with those normally allowed by the organization in its regular operations and travel is at less than business class common carrier fare, unless otherwise approved in advance by the Financial Assistance Officer.
- (b) Foreign travel may be charged to this award without prior approval if detailed in the approved budget. If foreign travel is required, but not detailed in the approved budget, it must be approved in writing by the Financial Assistance Officer prior to beginning the travel. Foreign travel will be reimbursed on the same basis as domestic travel.

CLAUSE 4-13: PROJECT TECHNICAL REPRESENTATIVE

(BFAI 4.10)(SEP 04)

- (a) The Project Technical Representative (PTR) is the authorized representative of the Financial Assistance Officer (FAO) for technical actions performed in relation to the award. This includes the functions of (1) review of work performed; and (2) interpretation of technical program requirements.
- (b) The PTR is not authorized to act for the FAO in the following matters: (1) modifications that change the amount of award, technical requirements or time for performance; (2) suspension or termination of the recipient's right to proceed; and (3) final decisions on any matters subject to appeal.

CLAUSE 4-14: FIELD REPRESENTATIVE

(BFAI 4.10)(SEP 04)

- (a) The Field Representative (FR) will be appointed by Financial Assistance Officer (FAO) or the Project Technical Representative (PTR) and is authorized by the PTR for reviewing project accomplishments and recipient's technical reports, and interpretation of award requirements.
- (b) The Field Representative (FR) is not authorized to act in the following matters: (1) modifications that change the award amount or general direction of the project; (2) suspension or termination of the recipient's right to proceed; (3) approval of financial requests and reports, and (4) final decisions on any matters subject to appeal.

CLAUSE 4-21: REQUIREMENT FOR AUDIT

(BFAI 4.10)(SEP 04)

The recipient is required to obtain an audit in accordance with OMB Circular A-133.